



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 761.5

Job Title: **LABORATORY MANAGER**

Pay Grade: 28

GENERAL SUMMARY:

Directs and performs skilled technical work in planning, developing, and executing public health laboratory programs, including bacteriological, serological, chemical and other examinations to aid in the diagnosis, control, and treatment of diseases.

RESPONSIBILITIES:

- Oversees the planning and development of laboratory programs for the correction of environmental problems related to water, sewage, industrial wastes, shellfish, milk and other foods.
- Schedules, supervises and evaluates the performance of subordinate personnel.
- Maintains laboratory supply and equipment inventory.
- Provides technical laboratory instructions for division supervisors.
- Plans and coordinates special bacteriological, virological, serological and parasitological tests for use in diagnostic testing procedures.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Doctoral degree in Biology, Public Health or a related medical field.

EXPERIENCE:

Four years of experience with administrative duties in a laboratory situation are required.

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position strongly requests personnel actions such as hirings, terminations, and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

SPECIFICATIONS: (continued)

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Laboratory Supervisor
Laboratory Manager

Effective: October 1990

Revised: August 2004